

# TEXADA ISLAND AIRPORT

## AIRPORT OPERATIONS MANUAL

Aerodrome Certificate Number: TADB5151-P484

### OFFICE OF THE AIRPORT MANAGER

Administrator (Accountable Executive)  
Administrative Assistant (Airport Manager)  
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**MASTER COPY**

## **FOREWORD**

### **INTRODUCTION**

This Airport Operations Manual (AOM) has been prepared as a condition of certification and forms an integral part of the Aerodrome Certificate. This manual specifies the standards that are met and the services that are provided by the Texada Island Airport as were required on the date on which the Aerodrome Certificate was issued or as amended from time to time, and serves as:

- (a) a legal reference, between the **Airport Operator** and **The Minister of Transport for Canada**, with respect to the standards, conditions and levels of service to be maintained for certification;
- (b) a reference document for airport inspections;
- (c) a reference document for airport users; and,
- (d) a legal instrument to record any approved changes to or deviations from the airport standards, conditions, or levels of service affecting airside operations.

### **STANDARDS**

The Standards specified in this manual are in accordance with:

- (a) the 4th Edition of 'Aerodrome Standards and Recommended Practices' (TP 312E); or,
- (b) where noted, a previous edition of TP 312E; or,
- (c) where noted, an approved deviation from TP 312E.

### **CHANGES TO THE AIRPORT**

Where the airport, portion of the airport or its facilities are rehabilitated, replaced, refurbished or improved, the applicable specifications contained in the latest edition of TP 312E shall apply.

**AOM AMENDMENT PROCEDURES**

The Airport Manager is responsible for the development, issuance and control of amendments to this manual. All amendments will be properly inserted by the person in the position indicated on the distribution list. All manual holders will be responsible for the safe custody and maintenance of their manual.

Within thirty days of issuing an amendment, all manual holders must provide confirmation to the Airport Manager that the required amendment action has been accomplished by the return of the amendment control page, signed and dated by the individual amending the manual:

- (a) Each page will show the amendment number and date at the bottom of each page.
- (b) When the manual is in need of amendment, two copies of the proposed amendment and one copy of the "List of Effective Pages" (LEP) will be forwarded to Transport Canada along with the amendment instructions.
- (c) After approval, Transport Canada will retain the copy of the amendment and LEP for their manual. A Signature Page will be returned to the Airport Manager for his/her signature. A copy of the SIGNED signature page is to be returned to Transport Canada. The Airport Manager will issue copies of the signature page, LEP and amended pages to the remaining manual holders.
- (d) All amendments will be shown by providing a vertical black line in the right margin where changes in paragraphs or wording are made.

**Corrigenda**

Minor changes (i.e. phone #, typos) can be accommodated by "pen and ink" amendments without Transport Canada's prior approval. Distribution of the changes will be the same as above and a record of these changes will be recorded in the corrigenda in the same format as the "Record of Amendments."

**RECORD OF AMENDMENTS**

<b>No.</b>	<b>DATE ISSUED</b>	<b>DATE ENTERED</b>	<b>ENTERED BY</b>	<b>ORGANIZATION</b>
1	March 31, 2001	Dec. 14/01	Tage Kolind	Transport Canada
2	Sept. 30, 2003	Nov. 22/04	Rosalie Kamp	Transport Canada
3	February 28, 2011			

**CORRIGENDA**

<b>No.</b>	<b>DATE ISSUED</b>	<b>DATE ENTERED</b>	<b>ENTERED BY</b>	<b>ORGANIZATION</b>

**MANUAL HOLDERS**

<b>Manual Number</b>	<b>Holder</b>	<b>Address</b>	<b>Telephone No.\Fax No.</b>
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#1	Airport Caretaker	Office of the Airport Caretaker Texada Island Airport Gillies Bay, B.C. V0N 1W0	(604) 486-7268
#2	Transport Canada Aviation (TAM) Regional Manager Aerodrome & Air Navigation	Suite 620 800 Burrard Street Vancouver, B.C. V6Z 2J8	(604)666-7562\666-2313

2-1 LIST OF EFFECTIVE PAGES

Page	Amendment	Date
Title page	Amendment #3	February 28, 2011
i	Original	December 5, 1996
ii	Amendment #1	March 31, 2001
iii	Original	December 5, 1996
iv	Amendment #3	February 28, 2011
v	Amendment #3	February 28, 2011
vi	Amendment #3	February 28, 2011
vii	Amendment #2	September 30, 2003
viii	Amendment #3	February 28, 2011
1-1	Amendment #3	February 28, 2011
1-2	Amendment #3	February 28, 2011
1-3	Original	December 5, 1996
1-4	Amendment #3	February 28, 2011
1-5	Original	December 5, 1996
2-1	Amendment #3	February 28, 2011
2-2	Amendment #3	February 28, 2011
2-3	Amendment #3	February 28, 2011
2-4	Amendment #3	February 28, 2011
2-5	Amendment #3	February 28, 2011
2-6	Amendment #3	February 28, 2011
2-7	Amendment #3	February 28, 2011
2-8	Amendment #3	February 28, 2011

3-1	Amendment #3	February 28, 2011
3-2	Amendment #2	September 30, 2003
3-3	Amendment #2	September 30, 2003
3-4	Original	December 5, 1996
Annex A-1	Amendment #2	September 30, 2003
Annex A-2	Original	December 5, 1996
Annex B-1	Amendment #2	September 30, 2003
Annex C-1	Amendment #3	February 28, 2011
Annex D-1	Amendment #3	February 28, 2011
Annex E-1	Amendment #3	February 28, 2011
Annex E-2	Amendment #2	September 30, 2003
Annex E-3	Amendment #2	September 30, 2003
Annex E-4	Amendment #2	September 30, 2003
Annex F-1	Amendment #2	September 30, 2003
Annex G-1	Amendment #3	February 28, 2011
Annex H-1	Amendment #3	February 28, 2011
Annex I-1	Amendment #3	February 28, 2011

**TABLE OF CONTENTS**

**FOREWORD** ..... Page i

**AOM AMENDMENT PROCEDURES** .....Page ii

**RECORD OF AMENDMENTS** ..... Page iii

**CORRIGENDA**..... Page iii

**MANUAL HOLDERS**.....Page iv

**LIST OF EFFECTIVE PAGES** ..... Page v

**TABLE OF CONTENTS** .....Page vii

**PART I - ADMINISTRATION** ..... Page 1-1

    1.1 INTRODUCTION ..... Page 1-1

    1.2 OPERATIONS: GENERAL PROCEDURES, STRUCTURE AND DESCRIPTION OF DUTIES ..... Page 1-1

        1.2.1 General Operating Procedures..... Page 1-1

        1.2.2 Organizational Chart..... Page 1-2

        1.2.3 Duties And Responsibilities Of Airport Officials..... Page 1-2

    1.3 OBLIGATION OF THE AIRPORT OPERATOR ..... Page 1-3

    1.4 REFERENCE DOCUMENTS AND TECHNICAL DRAWINGS ..... Page 1-4

    1.5 ASSOCIATED AIRWAYS/OTHER AIR TRAFFIC ..... Page 1-4

    1.6 AIRPORT COMMITTEES..... Page 1-4

    1.7 AIRPORT PLANS ..... Page 1-5

**PART II - AIRPORT SPECIFICATIONS**..... Page 2-1

    2.1 INTRODUCTION..... Page 2-1

    2.2 AERODROME DATA ..... Page 2-1

    2.3 AERODROME LIGHTING ..... Page 2-1

    2.4 AERODROME SIGNAGE..... Page 2-2

    2.5 AERODROME MARKING ..... Page 2-2

    2.6 RUNWAY DATA ..... Page 2-2

        2.6.1 Runway 14 ..... Page 2-2

        2.6.2 Runway 32 ..... Page 2-4

    2.7 DECLARED DISTANCES ..... Page 2-6

    2.8 TAXIWAY DATA ..... Page 2-7

    2.9 APRON DATA..... Page 2-8

    2.10 STRENGTH OF PAVEMENT..... Page 2-8

    2.11 HELICOPTER OPERATIONS..... Page 2-8

**PART III - FACILITIES AND SERVICES**..... Page 3-1

    3.1 INTRODUCTION ..... Page 3-1

    3.2 MANDATORY AIRSIDE SERVICES..... Page 3-1

        3.2.1 Emergency Response Plan..... Page 3-1

        3.2.2 Airport Safety Plan ..... Page 3-2

        3.2.3 Movement Area Access and Control Procedures ..... Page 3-2

        3.2.4 Apron Management and Safety Plan ..... Page 3-2

    3.3 OTHER AIRSIDE SERVICES ..... Page 3-2

        3.3.1 Airside Maintenance Service ..... Page 3-2

        3.3.2 Disabled Aircraft Removal Plan ..... Page 3-3

        3.3.3 Operator-Provided Services and Facilities..... Page 3-3

        3.3.4 Air Traffic Services..... Page 3-3

        3.3.5 Aeronautical Information Services ..... Page 3-3

        3.3.6 Aviation Weather Services ..... Page 3-4



<b>ANNEX A – NOTAM PROCEDURES</b>	<b>A-1</b>
<b>ANNEX B – AIRPORT MARKING &amp; SIGNAGE</b>	<b>B-1</b>
<b>ANNEX C – ORGANIZATION CHART</b>	<b>C-1</b>
<b>ANNEX D – DIAGRAM OF AIRPORT LAYOUT (not to scale)</b>	<b>D-1</b>
<b>ANNEX E – ROUTINE MAINTENANCE SCHEDULE</b>	<b>E-1</b>
<b>ANNEX F – ACCEPTANCE INSPECTION FORM DATED OCTOBER 29, 1985</b>	<b>F-1</b>
<b>ANNEX G – EMERGENCY RESPONSE PLAN</b>	<b>G-1</b>
<b>ANNEX H – SAFETY MANAGEMENT SYSTEM</b>	<b>H-1</b>
<b>ANNEX I – WILDLIFE MANAGEMENT PLAN</b>	<b>I-1</b>

**Amendment No. 3, February 28, 2011**

## PART I - ADMINISTRATION

### 1.1 INTRODUCTION

The Powell River Regional District is the owner and operator of the Texada Island Airport as well as being the holder of the Aerodrome Certificate.

The Administrative Assistant of the Regional District acts as the Airport Manager and can be contacted at:

5776 Marine Avenue  
Powell River, B.C.  
V8A 2M4

Telephone: (604) 483-3231

FAX: (604) 483-2229

The Airport Caretaker lives at the airport. All inquiries regarding daily operations can be directed to Airport Caretaker.

The Airport Caretaker can be contacted at:

Texada Island Airport  
Box 233  
Gillies Bay, B.C.  
V0N 1W0

Telephone: (604) 486-7268

This airport is used by an air carrier as a point of call for a scheduled passenger carrying service *operating in accordance with sup-part 703 of the Canadian Aviation Regulations*. Therefore, airport certification is required in accordance with the CAR 302. The airport will be inspected by Transport Canada Aviation at least every year.

The airport's one runway (14-32) is 3000 feet by 75 feet and made of pavement.

The airport design aircraft is the Piper Navajo (Code B aircraft).

The runway reference code for both runway 14 and 32 is 1B non-instrument (*grandfathered, as per Annex F*)

The airport is certified for public use, day VFR operations.

### 1.2 OPERATIONS: GENERAL PROCEDURES, STRUCTURE AND DESCRIPTION OF DUTIES

#### 1.2.1 GENERAL OPERATING PROCEDURES

The caretaker lives on site and works limited, non-scheduled hours. He will contact appropriate authorities [Fire Department, RCMP, Ambulance Service] if there is an emergency. The waiting room is open between the hours of sunrise and sunset. In the caretaker's absence, emergency numbers are posted beside the public telephone in the waiting room, and on the outside of the terminal building.

Amendment No. 3, February 28, 2011

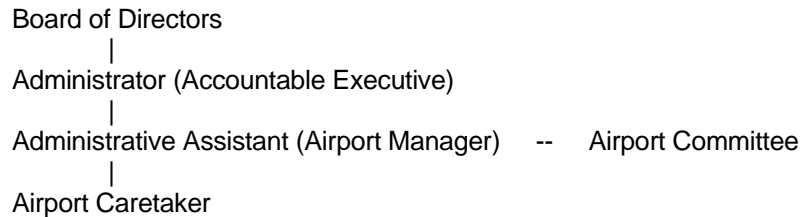
**1.2.1 GENERAL OPERATING PROCEDURES (continued)**

The airside facilities at the Texada Island Airport are partially fenced, both along the apron and also along the cleared area to the north end of the airport. Access to the airside by pedestrian and vehicular traffic is controlled by three gates. The single pedestrian gate is unlocked, and the two vehicle gates are locked.

There is unscheduled blasting at the quarry north-west of the airport.

All inquiries regarding daily operations can be forwarded directly to the Airport Caretaker at (604) 486-7268.

**1.2.2 ORGANIZATIONAL CHART**



**1.2.3 DUTIES AND RESPONSIBILITIES OF AIRPORT OFFICIALS**

**ORGANIZATIONAL STRUCTURE**

The Administrator is the principal appointed officer of the Powell River Regional Board. The Administrator acts as the Accountable Executive. The Administrative Assistant answers to the Airport Manager and is responsible for administration and management of the airport.

The Airport Manager is responsible for liaison with agencies and individuals regarding the airport, for insurance and for day-to-day contact with the airport caretaker and the airport committee.

The Texada Island Airport Committee is appointed by the Regional Board. The Airport Committee meets at least annually and reports to the Administrator with recommendations on budget items, development plans, and policy directions for the airport.

The Airport Caretaker (APC) is the on site representative of the Powell River Regional District and is responsible directly to the Airport Manager for conducting regular inspections of airport facilities and ensuring that established service levels and safety standards are maintained. In conjunction with these inspections, the APC co-ordinates the repair and maintenance of equipment and facilities, as conditions require. All enquiries regarding day to day operations of the airport can be directed to the Airport Caretaker. All other inquiries are to be directed to the Airport Manager.

**Amendment No. 3, February 28, 2011**

### 1.3 OBLIGATIONS OF THE AIRPORT OPERATOR

1.3.1 The operator of the Airport shall:

- (a) comply with the standards set out in the Aerodrome Standards and Recommended Practices (TP 312E), as they read on the date on which the Airport Certificate was issued, and with any conditions specified in the Airport Certificate by the Minister;
- (b) without charge, at the request of a Transport Canada Aviation Inspector, allow access to airport facilities and provide the equipment necessary to conduct an inspection of the airport;
- (c) review each issue of the **Aeronautical Information Publication, Canada** on receipt thereof and, immediately after such review, notify the Minister of any inaccurate information contained therein that pertains to the airport;
- (d) notify the Minister in writing at least 14 days before any change to the airport, the airport facilities or the level of service at the airport that has been planned in advance and that is capable of affecting the accuracy of the information contained in the **Aeronautical Information Publication, Canada**;
- (e) as the circumstances require for the purpose of ensuring aviation safety, inspect the airport:
  - (i) as soon as practicable after any aviation occurrence, within the meaning of that term as defined in section 2 of the **Canadian Transportation Accident Investigation and Safety Board Act**,
  - (ii) during any period of construction or repair of the airport or of airport facilities that are designated in the Airport certificate, and
  - (iii) at any other time when there are conditions at the airport that could affect aviation safety; and
- (f) subject to paragraph (d), notify the Minister in writing of any change in airport operations within 14 days after the date of the change.

1.3.2 Subject to subsection 1.3.3, the operator of an airport shall give to the Minister immediate notice of any of the following circumstances of which the operator has knowledge:

- (a) any projection by an object through an obstacle limitation surface relating to the airport;
- (b) the existence of any obstruction or hazardous condition affecting aviation safety at or near the airport;

1.3.2 Subject to subsection 1.3.3, the operator of an airport shall give to the Minister immediate notice of any of the following circumstances of which the operator has knowledge (continued):

- (c) any reduction in the level of services at the airport that are set out in **Aeronautical Information Publication, Canada**;
- (d) the closure of any part of the manoeuvring area of the airport; and
- (e) any other conditions that could affect aviation safety at the airport and against which precautions are warranted.

1.3.3 Where it is not feasible for an operator to cause notice of a circumstance referred to in subsection 1.3.2 to be received at an air traffic control unit or a flight service station in accordance with the subsection, the operator shall give immediate notice directly to the pilots who may be affected by that circumstance.

1.3.4 The operator of the airport will remove from the surface of the Texada Island Airport any vehicle or other obstruction that is likely to be hazardous to aviation at or near the Airport.

#### **1.4 REFERENCE DOCUMENTS AND TECHNICAL DRAWINGS**

The Airport Manager has a copy of the most current Texada Island Airport Canada Flight Supplement (CFS) entry. The CFS is issued every 56 days.

The Airport Manager holds a copy of the TP312E (Aerodrome Standards and Recommended Practices) at the offices of the Powell River Regional District. An additional copy is held by the Airport Caretaker at the Texada Island Airport.

Technical Drawings for Texada Island Airport are held at the offices of the Airport Manager.

#### **1.5 ASSOCIATED AIRWAYS/AIRSPACE**

There are no *published instrument* approaches to this airport as it is a day VFR site.

#### **1.6 AIRPORT COMMITTEES**

The Texada Island Airport Committee is composed of residents and users of the Airport, and representatives from the Board and staff of the Regional District. It meets at least twice annually, and makes recommendations to the Airport Manager on the airport budgets, development plans and policy directions.

Texada Airport Committee

- Chairperson: One (1) community resident
- Members: Minimum of Three (3) community residents
- Regional Board: Electoral Area Representative
- Staff: One (1) Airport Manager

Amendment No. 3, February 28, 2011

## **1.7 AIRPORT PLANS**

There are no plans to expand the airport, close runways or change reference codes. Development plans and drawings are kept by the Airport Manager in the Texada Airport Files at the Administration Offices of the Powell River Regional District, 5776 Marine Avenue, Powell River B.C.

Expansion of the hangar area is included in future airside plans.

## PART II – AIRPORT SPECIFICATIONS

### 2.1 INTRODUCTION

This part is an inventory of the specifications of the Texada Island Airport. The notation "Not Required", indicates that the item is not installed and the item is not stipulated as a requirement in TP312E. TP312E may recommend that the item be installed.

Units of Measurement    **Elevation** to the nearest foot (above sea level, unless noted)\*

**Linear Dimensions** to the nearest ½ metre, and also in feet if published in the CAP/CFS

**Geographic Coordinates** to the nearest second and measured in accordance with NAD83 reference datum

**Bearings** to the nearest one-tenth degree

\* Source: 2003 survey by Emery & Rae Land Surveying Ltd.

### 2.2 AERODROME DATA

Reference Point	Not Designated
Geometric Centre	<b>N 49° 41' 38.500" and W 124° 31' 03.950"</b>
Aerodrome Elevation	<b>99.3m/325.8 feet</b>
Location	Threshold Runway 14
Outer Surface	Not Required
Aerodrome Magnetic Variation	<b>19.3° East, as of 2003</b> <i>(annual change = W12.9 minutes/year)</i>
Aerodrome Reference Temperature	18.3° C (as of 2000). Source: Environment Canada's Canadian Climate Normals website for Powell River Airport
Electronic Navigation Aids	None
Significant Obstacles in the Vicinity of the Aerodrome	None
Windsock Location	<b>450 feet from the threshold of runway 14</b> (on the west side)

### 2.3 AERODROME LIGHTING

This airport has no lighting

Amendment No. 3, February 28, 2011

**2.4 AERODROME SIGNAGE (See Annex "B")**

- Mandatory Instruction Sign
- Air Traffic Frequency Sign
- Runway Exit Sign

**2.5 AERODROME MARKING**

There are no aerodrome markings in addition to those which are listed under Runways, Taxiways and Aprons.

**2.6 RUNWAY DATA**

**2.6.1 RUNWAY 14**

**Physical Characteristics**

Runway	reference code	<b>1B non-instrument *</b>
	true orientation	<b>158.3<sup>0</sup></b>
	magnetic orientation	<b>139.0<sup>0</sup></b>
	length	<b>917.5m/3010 feet</b>
	width	<b>75 feet (23 m)</b>
	longitudinal slope	<b>Down 1.3%</b>
	surface type	<b>pavement</b>
	touchdown zone elevation	Not required
	graded area	<b>19 m.</b> either side of runway centre line
	<i>*TP312 3<sup>d</sup> edition, note to Std. 2.1.1 for reference code – see acceptance inspection form dated October 29, 1985 – ANNEX 'F'</i>	
Threshold	coordinates	<b>N 49<sup>0</sup>41'52.3" W 124<sup>0</sup>31'12.4"</b>
	elevation	<b>99.3m/325.8 feet</b>
	displacement	<b>Not required</b>



**2.6.1 RUNWAY 14 (continued)**

**Physical Characteristics (continued)**

Runway Strip	length	<b>30 m beyond runway end</b>
	width	<b>60 m either side of runway centre line</b> (see note, transition surface)
	surface type	<b>Asphalt pavement</b>
Stopway - Ground	No stopway has been designated	
Clearway – Air	The clearway is 300m long and 30 m either side of the runway centre line	
Runway End Safety Area	No runway end safety area has been designated	

**Obstacle Limitation Surfaces**

Approach Surface	length of inner edge	<b>30 m.</b> from either side of runway centre line
	distance from threshold	<b>30 m.</b>
	divergence	<b>10%</b>
	length	<b>2500 m</b>
	slope	<b>5% (1:20)</b>
Transitional Surface	<i>vertical</i> , starting 60 m. from runway centre line (Std. 4.2.2.4(c)(iii)(a))	
Outer Surface	Not required	
<b>Runway Lighting</b>	There is no runway lighting	

Amendment No. 3, February 28, 2011

2.6.1 **RUNWAY 14 (continued)**

**Runway Markings**

Runway Designation	<b>White</b> ( <i>located 19 m. from centre line marking. Meets TP312 3<sup>d</sup> edition std. 3.6.2.2.6</i> )
Centre Line	<b>White</b>
Threshold	<b>White *</b>
Displaced Threshold	Not applicable
Aiming Point	Not required
Touchdown Zone	Not required
Runway Side Stripe	Not required

\*Threshold markings commence 6.3-6.7 m from threshold. Will be corrected when markings are re-painted. Spacing between the two groups of markings is TP312 3<sup>rd</sup> edition Std. 3.3.2.4(a). Will be changed to 4<sup>th</sup> edition when markings are re-painted *after next runway overlay*.

2.6.2 **RUNWAY 32**

**Physical Characteristics**

Runway reference code	<b>1B non-instrument</b> (TP312 3 <sup>rd</sup> edition, note to Std. 2.1.1 for reference code (see acceptance inspection form dated October 29/85 – ANNEX “F”).
true orientation	<b>338.3<sup>o</sup></b>
magnetic orientation	<b>319.0<sup>o</sup></b>
length	<b>917.5m/3010.2 feet</b>
width	<b>75 feet (23 m)</b>
longitudinal slope	<b>up 1.3%</b>
surface type	<b>asphalt pavement</b>
touchdown zone elevation	Not required
graded area	<b>19 m. either side of runway centre line</b>

Amendment No. 3, February 28, 2011

2.6.2 **RUNWAY 32 (continued)**

**Physical Characteristics (continued)**

Threshold coordinates	<b>N 49° 41' 24.7" W 124° 30' 55.5"</b>
elevation	<b>87.4m/286.7 feet</b>
displacement	Not applicable

Runway Strip

length	<b>30 m beyond runway end</b>
width	<b>60 m either side of runway centre line</b> (see note, transition surface)
surface type	<b>Grass</b>

Stopway No stopway has been designated

Clearway No clearway has been designated

Runway End Safety Area

No runway end safety area has been designated

**Obstacle Limitation Surfaces**

Approach Surface	length of inner edge	<b>30 m either side of runway centre line</b>
	distance from threshold	<b>30 m</b>
	divergence	<b>10 %</b>
	length	<b>2500 m</b>
	slope	<b>5% (1:20)</b>

Transitional Surface vertical 60 m from runway centre line (std. 4.2.2.4(c)(iii)(a))

Outer Surface Not required

Amendment No. 3, February 28, 2011

**2.6.2 RUNWAY 32 (continued)**

**Runway Lighting**      There is no runway lighting

**Runway Markings**

Runway Designation      **White** (*located 19 m. from centreline marking, meets TP312 3<sup>rd</sup> edition std. 3.6.2.6*)

Centre Line              **White**

Threshold                **White beyond 6 meters\***

Displaced Threshold    Not applicable

Aiming Point            Not required

Touchdown Zone        Not required

Runway Side Stripe     Not required

\*Threshold markings commence 6.6m to 7.3m from threshold. Will be corrected when markings are re-painted. Spacing between the two groups of markings is TP312 3<sup>rd</sup> edition Std. 3.3.2.4(a). Will be changed to 4<sup>th</sup> edition when markings are re-painted *after next runway overlay*.

TP312 3<sup>rd</sup> edition, note to Std. 2.1.1 for reference code (see acceptance inspection form dated October 29/85 – ANNEX “F”).

**2.7 DECLARED DISTANCES**

	<u>Runway 14</u>	<u>Runway 32</u>
TORA (take-off run available)	3000 feet	3000 feet
TODA (take-off distance available)	4000 feet	3000 feet
ASDA (accelerated stop distance available)	3000 feet	3000 feet
LDA (landing distance available)	3000 feet	3000 feet

## 2.8 TAXIWAY "A" DATA

Taxiway Code	"A"
Pavement Width	10.5 m
Surface Type	Asphalt pavement
Strip Width	21.5 m (70 feet) either side of taxiway centre line
Graded Area	12.5 m (41 feet) either side of taxiway centre line

**Taxiway Lighting** Not Applicable

### Taxiway Markings

Centre Line	Yellow*
Holding Position	Yellow, (2 solid, 2 broken)
Distance from Runway Centre Line	40 m.
Intersection	Not Required

*\*The centre line on the taxiway markings will be corrected when markings are re-painted.*

Amendment No. 3, February 28, 2011

**2.9 APRON DATA**

Dimensions	<b>30.5 m x 61 m</b> (1860.5 m <sup>2</sup> )
Apron Strip	<b>2 m.</b> (minimum distance unobstructed from pavement edges)
Surface type	<b>Asphalt pavement</b>
Lighting	No Lighting Required

**Apron Marking**

Aircraft Stand Taxi Lane	Not Required
Aircraft Stand	Not Required
Apron Safety Lines	Not Required
Passenger Path Lines	Not Required
Helicopter Touchdown Pad	Not Required

**2.10 STRENGTH OF PAVEMENT**

2.3 - determined using aircraft experience.

**2.11 HELICOPTER OPERATIONS**

There are no dedicated helicopter arrival/departure areas or apron parking areas.

## PART III - AIRSIDE SERVICES AND FACILITIES

### 3.1 INTRODUCTION

This section includes services and facilities that are to be provided as a condition of certification, discretionary airside services provided by the Texada Island airport.

### 3.2 MANDATORY AIRSIDE SERVICES

#### 3.2.1 Emergency Response Plan

In the event of an aircraft crash, fire or other airport-related emergency, the following agencies will be contacted and provided all pertinent details. A more detailed Emergency Response Plan, meeting current requirements, is attached as Appendix G.

Gillies Bay Volunteer Fire Department	Ph: 9-1-1
Gillies Bay RCMP	Ph: 9-1-1
Canadian Transportation Safety Board	Ph: (604) 666-5826
Campbell River Flight Service Station	Ph: (250) 923-3942
Kamloops Flight Information Centre	Ph: 1-866-992-7433
Airport Manager	Ph: (604) 483-3231 Fax: (604) 483-2229
Texada Island Airport Terminal	Ph: (604) 486-7268
Transport Canada Air Operations	Ph: 1-877-922-6853
Marine Emergency	Ph: 1-800-567-5111 or cellular: *311
Canadian Coast Guard	cellular: *16
KD Air (Qualicum)	Ph: 1-250-725-5884
KD Air (Head Office Port Alberni)	Ph: 1-250-724-4495

Note: Fire protection services are secondary services, provided by the Gillies Bay Volunteer Fire Department. Policing services for the airport and surrounding area are provided by the Gillies Bay R.C.M.P.

Amendment No. 3, February 28, 2011

**3.2.2 Airport Safety Plan**

Daily and semi-annual inspections are done and maintenance reports maintained. (See Annex E).

A Safety Management System is in place and a copy attached as Appendix H.

A Wildlife Management Plan is in place and a copy is attached as Appendix I

**3.2.3 Movement Area Access and Control Procedures**

The full length of the aerodrome is fenced along the north side, adjacent to the public road. Two gates in that fence provide pedestrian and vehicle access to the apron. A third gate provides access to the hangar area.

The pedestrian access gate to the apron is unlocked. A sign on the gate states: "Authorized Personnel Only". Scheduled carrier instructs passengers to wait in the terminal building, and the carrier's pilot accompanies passengers to the aircraft.

The vehicle access gate to the apron is locked. A sign on the gate reads: "No Parking in Front of This Gate – Fire Lane". Gate keys are held by Airport Caretaker, Ambulance Service and Gillies Bay Volunteer Fire Department.

The vehicle access gate to the hangar area is locked. Gate keys are held by the Airport Caretaker, hangar owners, Ambulance Service and Gillies Bay Volunteer Fire Department.

**3.2.4 Apron Management and Safety Plan**

The traffic level on the Texada Island Airport does not warrant a dedicated Apron Management Plan.

**3.3 OTHER AIRSIDE SERVICES**

**3.3.1 Airside Maintenance Services**

- Runway Inspections: Airport caretaker inspects runway daily and clears runway of foreign objects or debris, or reports need for this and other work to the Airport Manager.
- Grass Cutting: Airport caretaker mows in immediate vicinity of terminal. Private contractor mows all other areas. Contractor cuts according to the Regional District's Airport Maintenance policy, which is attached as Annex "E".
- Snow & Ice Removal: Runway is closed in severe conditions. The Regional District does not regularly remove snow or ice from the runway. Should it require snow or ice removal, the Regional District makes arrangements to have the work performed by the local contractor for BC Ministry of Transportation & Highways. A NOTAM is issued during snow and ice conditions and when winter maintenance work is underway.



### 3.3 OTHER AIRSIDE SERVICES (continued)

Windssocks	Airport caretaker inspects windssocks daily and semi-annually and replaces as needed.
Terminal	Limited facility, unheated, washrooms. Open sunrise to sunset.

#### 3.3.2 Disabled Aircraft Removal Plan

The removal of a disabled aircraft is the responsibility of the aircraft owner.

If an aircraft has been disabled due to an aviation accident or incident, the Airport Caretaker or the Airport Manager will contact the Transportation Safety Board at (604) 666-5826 (24 hours a day). No aircraft can be moved after being involved in an aviation accident or incident, other than to preserve life or prevent further destruction to property, unless authorized to do so by the Transportation Safety Board.

See NOTAM Procedures in Annex A for requirements to issue a NOTAM.

#### 3.3.3 Operator-Provided Services and Facilities

There is no Flight Planning Area provided by the Operator.

Runway conditions are to be reported to the Airport Manager at (604) 483-3231 or the Airport Caretaker at (604) 486-7268.

#### 3.3.4 Air Traffic Services

The Kamloops Flight Information Centre provides flight planning and aviation weather information. The FIC can be contacted at 1-866-WXBRIEF.

#### 3.3.5 Aeronautical Information Services

Changes in Aeronautical Information or status of facilities and services must be reported to:

Regional Manager, Aerodromes & Air Navigation  
Transport Canada Aviation  
620 - 800 Burrard Street  
Vancouver, B.C., V6Z 2J8

Telephone: (604) 666-7562  
Facsimile: (604) 666-2313

- (a) If the change in aeronautical information is part of or will affect this manual, the change must be submitted to Transport Canada in the form of an amendment to the manual, and Transport Canada will forward the information to Nav Canada.
- (b) All other changes to aeronautical information must be forwarded by mail or fax to Transport Canada for approval, and then forwarded to Nav Canada for publication.

**3.3 OTHER AIRSIDE SERVICES (continued)**

**3.3.6 Aviation Weather Services**

No weather information available for this airport.

The Kamloops FIC can be contacted at 1-866-WXBRIEF.

**TEXADA ISLAND AIRPORT**  
**AIRPORT OPERATIONS MANUAL**

**ANNEXES**

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## ANNEX A - NOTAM PROCEDURES

### Introduction

NOTAMs are issued in accordance with the *Canadian NOTAM Procedures Manual* (TP 973E). This section is intended to provide an overview of the process described in that manual.

NOTAM means a *Notice of Aviation Matters* containing information about changes to facilities, services, procedures, hazards, etc., and of which timely knowledge is essential to personnel concerned with flight operations. NOTAM distribution is through the NavCanada data network to provide current information to flight crews.

NavCanada's Flight Information Centre & Flight Service Stations are the focal points for issuing NOTAMs, using standardized format and language.

### General Criteria

In accordance with TP 973E, a NOTAM should be issued between 5 and 48 hours in advance of the change requiring NOTAM issue. Where there is less than 5 hours advance notice, the Flight Service Stations concerned will broadcast the NOTAM immediately on appropriate air/ground radio frequencies.

A NOTAM is required for any change in the published information about the airport and/or its operating capabilities, such as:

- > the establishment or withdrawal of electronic and other aids to air navigation and aerodromes;
- > changes in frequency, identification, orientation and location of electronic aids to air navigation;
- > interruptions in service or unreliability, and the return to normal operation of enroute and terminal aids to air navigation;
- > the establishment, withdrawal or significant changes to designated airspace or traffic procedures and services;
- > significant changes in the serviceability of runways and associated approach or runway lighting systems that could restrict aircraft operations;
- > the presence or removal of obstructions which are considered to be hazardous to aircraft navigation. Hazardous obstructions are defined in CAR 632-19, *Standards Obstruction Markings*, Chapter 2;
- > military exercises or manoeuvres and airspace reservations;

**NOTAM PROCEDURES** (continued)

A NOTAM is required (continued)

- > the establishment, discontinuance or change in status of Alert, Danger, Restricted or Military Flying Areas. (The broadcast of the discontinuance of an area would normally be made for only 1 hour);
- > communications failures where no satisfactory alternate frequency is available. (Note: Emergency and Mandatory Frequencies (MF) where no back-up or emergency transceiver is available must be issued as a NOTAM);
- > inaccuracies or omissions in publications that might endanger aircraft operations;
- > failure of measuring and/or indicating systems needed to supply current information on altimeter settings, surface wind, runway visual range and cloud height for the pilot about to land/take-off. Where alternatives are available for obtaining readings, NOTAMs are not required.

Information on private nav aids will also be issued as a NOTAM upon advice from the owner/operator of an unserviceability.

**NOTAM, How to Issue?**

When a NOTAM is required, or if there is any uncertainty about the need for a NOTAM, contact the Kamloops FIC at 1-866-541-4101.

The Flight Service Specialist will require the following precise information:

- > the name of the airport
- > the facility or service to be affected
- > the nature of the change
- > the time at which the change will occur
- > the time at which the change will return to normal (if the change is a temporary one)

**Persons Authorized**

The Texada Airport Manager or his/her designate is authorized to issue NOTAMs.

## ANNEX B - AIRPORT SIGNAGE

### Air Traffic Frequency

Sign Information	ATF 122.7
Colours	Black on yellow background
Location	4 m. from taxiway edge, parallel to hold lines and 40 m. from runway centre line

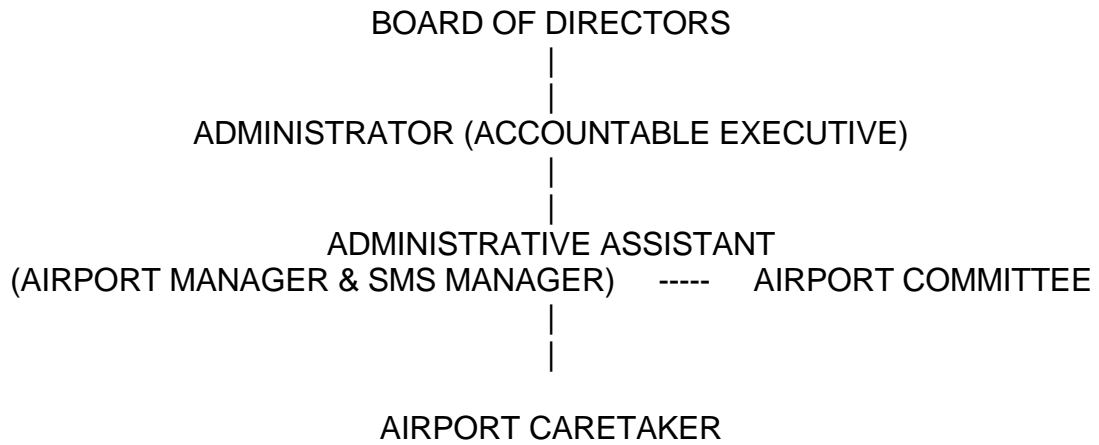
### Mandatory Instruction Sign

Sign Information	32-14
Colours	White on red background
Location	4 m. from taxiway edge, parallel to hold lines and 40 m. from runway centre line

### Runway Exit Sign

Sign Information	A
Colours	Black on yellow background
Location	30 m. before the intersection of runway centre line and taxiway centre line, on the right-hand side of runway 32.

### ANNEX C - ORGANIZATION CHART



**Amendment No. 3, February 28, 2011**



**ANNEX D - DIAGRAM OF AIRPORT (not to scale)**

## ANNEX E - ROUTINE MAINTENANCE SCHEDULE

### 1. MOWING

It is the procedure of the Powell River Regional District that the contractor shall mow the grounds of the Texada Airport as follows:

- Mow into the prevailing winds.
- If not mowing into the prevailing winds, the contractor must issue a NOTAM advising of the times and dates that airstrip is being mowed.
- Grass cutting equipment must not be parked unattended on or beside the runway.

### 2. SNOW & ICE REMOVAL

It is the procedure of the Regional District that limited winter maintenance will be performed as required by the local contractor for the provincial Ministry of Transportation. Runways will be closed in severe conditions until contractor advises clearing is complete. A NOTAM will be issued when the runway is closed.

### 3. PREVENTIVE MAINTENANCE INSPECTIONS

It is the procedure of the Regional District that the Airport Caretaker will conduct a daily inspection of the runway, taxiway, and apron.

The Airport Manager will conduct and a semi-annual inspection of the runway, taxiway, and apron.

Copies of the (2) inspection forms follows this page.

The Airport Caretaker will remove Foreign Obstacle Debris from the runways or report the need for this or other work to the Airport Manager.

The Airport Caretaker will replace windsocks as required.

### 4. PROGRAMMED MAINTENANCE

The Airport Manager will review the written inspection reports monthly and arrange for any maintenance work required as a result of these reports.

Amendment No. 3, February 28, 2011

**POWELL RIVER REGIONAL DISTRICT  
Texada Airport Semi Annual Inspection Form**

page 1 of 2  
file: risk/texair

Inspection Date: \_\_\_\_\_  
Inspected By: \_\_\_\_\_

✓	= OK
x	= Needs work

No.	Item	Status			No.	Item	Status	No.	Item	Status
	<b>Runway &amp; Apron</b>	Aprn	Runway			<b>Outside Waiting</b>			<b>Residence</b>	
1	edges				27	lighting		55	ceilings	
2	ends				28	door		56	windows	
3	cracks				29	phone		57	floor	
4	cleanliness				30	*emergency #'s		58	roof	
5	lines				31	bench		59	supports	
6					32	roof		60	fridge	
	<b>Air Traffic Signs</b>	ATF	32-14	EXIT	33	ground surface		61	stove	
7	visibility				34	pop machine		62	lighting	
8	height					<b>Parking Lot</b>		63	washroom	
9	location				35	lights		64	porch	
10	condition				36	visibility		65	electricity	
					37	ground surface				
	<b>Windsocks</b>	Apron	Runway		38	traffic flow				
11	visibility					<b>Fencing</b>			<b>Grass Areas</b>	
12	location				39	supports		66	mowing cond.	
13	condition				40	condition		70	mowing equip.	
					41	gates		71	cleanliness	
	<b>Trees</b>				42	access notices		72	pathways	
14	height				43	wooden fencing		73	picnic tables	
15	threshold					<b>Safety</b>				
16	safety				44	fire extinguishers			<b>General / Other</b>	
					45	Tr. Canada #s		74	cleanliness	
	<b>Inside Wait Area</b>				46	First Aid Kit		75	driving range	
17	lights				47	Other		76	daily insp rcrd	
18	washroom					<b>Equipment</b>				
19	doors				48	face shield				
20	general				49	ear protection				
21	windows				50	hoses				
22	floor				51	shovel				
23	benches				52	rake				
24	exit sign				53	brooms				
25	information				54	weed eater				
26	heat									



**TEXADA ISLAND AIRPORT  
DAILY MAINTENANCE CHECKLIST**

DESCRIPTION	WEEK STARTING		INSPECTED BY		FOLLOW UP BY		DATE							
	S	M	T	W	T	F	S	S	M	T	W	T	F	S
Runway Surface														
Runway Strip														
Taxiway Surface														
Taxiway Strip														
Apron Surface														
Windsock														
Conditions (G-Good or P-Poor)														
FOD/Removal														
Sweeping														
Grass Cutting														
Snow Clearing														
De-icing														
Wildlife Control														
Other (Specify below under action)														
<b>FOLLOW UP</b>														
Sunday														
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
<b>ACTION TAKEN/COMMENTS</b>														
ACCEPTED BY														

**ANNEX F – ACCEPTANCE INSPECTION FORM DATED OCTOBER 29, 1985**

**Note:**

Grandfathering of Runway 14/32 as Code 1 will be permitted until revised airport standards come into effect (CAR 322), as long as the runway is served only by aircraft requiring Code 1 runway length.

## ANNEX G – EMERGENCY RESPONSE PLAN

Amendment No. 3, February 28, 2011

**ANNEX H –SAFETY MANAGEMENT SYSTEM**

Amendment No. 3, February 28, 2011



**ANNEX I – WILDLIFE MANAGEMENT PLAN**